

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **10.11 Emergency Closure Policy**

### **Policy Statement**

At Cobham Community Pre-School we endeavour to be open without disruption. Where disruption is unavoidable, all involved in the pre-school are kept informed and every measure will be employed to ensure we can reopen at the earliest possible opportunity.

In the unlikely event that we have to close at times other than scheduled in the normal opening hours and term dates, the policy is applied to ensure that all involved in the pre-school have a clear understanding of the procedures which will take place.

### **Procedures**

An emergency closure at Cobham Community Pre-School is implemented when the health and safety of pupils and staff is compromised: This would occur in the following circumstances:

- When the building is unusable through accidental or malicious damage
- When the building is unusable due to required maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during school holidays.
- When an outbreak of illness within the pre-school requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When severe weather conditions such as heavy snowfalls, high winds etc prevent staff from reaching the pre-school safely and it is impossible to maintain the correct ratios of suitable adults to children.
- Break down to heating system in cold weather
- Power failure compromising health and safety
- Problems with water supply leading to health and safety issue regarding access to toilets and hand washing.

The Pre-school Manager is responsible for informing the relevant authorities of the unexpected closure for example: Ofsted, Health Protection Agency, local health authority, Health and Safety Executive and RIDDOR, depending on the circumstances of the closure.

### **Emergency closure prior to opening**

If Cobham Community Pre-School is unable to open for a session in any of the above circumstances, every effort will be made to inform parents as soon as possible via Class Dojo and email and, for those with no internet provision, by telephone, A note will also be affixed to the door and whenever possible a member of staff will remain on the premises to advise parents of closure.

### **Emergency closure after a session has started**

In the event of an emergency closure after the session has started you will be informed by telephone that you are required to collect your child as soon as possible.

If the closure is due to an emergency which requires the building to be evacuated, the children will be safely evacuated according to the current emergency evacuation procedures. Contact information for all the children is taken out of the building in the register. Once the building is evacuated, the Pre-school manager ensures the relevant authorities/emergency services are called. The children are then taken to a place of safety until such time as they can all be collected by parents and carers. The Pre-school Manager will contact the parents and carers of the children present using the list of emergency contacts provided. All staff remain with the children during this time.

Unfortunately fees are not returnable in the event of emergency closures, as stated in our Terms and Conditions and Fees and Charging Structure Policy.

This policy was adopted at a meeting of	Cobham Community Preschool	<i>(name of provider)</i>
Held on	<u>October 2019</u>	<i>(date)</i>
Date to be reviewed	<u>October 2020</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Becky Newnes</u>	
Role of signatory (e.g. chair, director or owner)	<u>Committee Chair</u>	